

Minutes of the Personnel Committee
Tuesday, January 3, 2006

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Jeff Morris, Bonnie Morris, Rob Hutton, Genia Bruce, and Bob Thelen. **Absent:** Tom Bullermann.

Also Present: Chief of Staff Lee Esler, Medical Examiner Lynda Biedrzycki, Employment Services Manager Sue Zastrow, Budget Manager Keith Swartz, Labor Relations Manager Jim Richter, and County Board Supervisors Mareth Kipp, Rodell Singert, and Kathleen Cummings. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 12-6-05

MOTION: Thelen moved, second by J. Morris to approve the minutes of December 6th. B. Morris advised of an error on page 1 under "Present." Motion carried 6-0 as corrected.

Schedule Next Meeting Dates

January 17th

Chair's Executive Committee Report of 1/16/06

Paulson advised of the following issues discussed at the last Executive Committee meeting:

- Discussed UW-Extension grant applications for the Waukesha County Nutrition Coalition's ten-year assessment and for an EPA grant for environmental education.
- Discussed Internal Audit's report on the Special Living Fund Review.
- Discussed Internal Audit's 2005 unannounced cash counts report.
- Discussed Internal Audit's report on the Sheriff Department's cash operations.
- Approved the appointment of Bob Hamilton as an alternate member to the Park & Planning Commission.
- Legislative Policy Advisor Dave Krahn gave an update on State Legislature activities.

Ordinance 160-O-093: Approve Agreement With Washington County For Waukesha County Medical Examiner Office to Provide Contract Autopsy Services And Create A Part Time Deputy Medical Examiner Position

Biedrzycki distributed statistics pertaining to the increased caseload in the Medical Examiner's Office. She said this year has been a record year for growth. Based on this need, Biedrzycki said this past summer she submitted a new position request for a pathology assistant which was not funded. She was recently approached by Washington County to do their autopsies. A contract was developed based on a similar arrangement with Racine County whereby revenues for Racine autopsies done by Waukesha staff are used to fund the position. It involves creating a .75 FTE position which will also help out with our caseload. Currently, she utilizes a contracted worker to assist with autopsies but this worker cannot perform the portion that involves tissue samples / specimens. This new .75 FTE position will be able to do both. In 2005, \$8,250 was spent on the contracted position plus she has a full-time worker who had over 200 hours of overtime. She anticipates that overtime and contracted help savings plus revenue from Washington County will fund the .75 FTE position there will be no costs to the County.

B. Morris asked that the fiscal note be revised and clarified to reflect the cost and start date for the .75 FTE position. Swartz concurred. To answer J. Morris' question, Swartz said this is a one-year contract with four one-year options which include annual fiscal adjustments. Swartz noted if this ordinance is approved, the Medical Examiner's budget would show a reduction of 175 hours of overtime. To answer Hutton's question, Paulson said if the contract is terminated, so will the position.

MOTION: Thelen moved, second by J. Morris to approve ordinance 160-O-093. Motion carried 6-0.

Discuss Human Resources Administrative Policy and Procedures Relative to County Executive Appointed Administrative Secretaries and Assistants – Wis. Stats. 59.17(3) and (4)

Paulson felt the chief of staff position in the County Executive's Office has probably migrated over time into the position it is today. The current policies and procedures relative to this position have worked well for a lot of years and Paulson sees no reason to change it. It gives the County Executive full power to hire and fire and set the person's salary somewhere within the salary range established by the County Board. There is no classification specification (job description) and therefore, the job duties and any requirements are entirely at the purview of the County Executive. He said with the balance of power, it is important this be left to the County Executive's discretion.

Zastrow distributed copies of the previously adopted ordinances with regards to the establishment of chief of staff and executive assistant positions in the County Board and County Executive's offices, compensation for the chief of staff position, and that there are no classification specifications (class specs) for the County Executive chief of staff and executive assistant positions. Zastrow and Richter gave history on this issue dating back to 1990 as outlined in the handouts. Richter said because a variety of duties were identified years ago and would be based on a person's abilities and talents, it was determined there would be no class specs. Additionally, Zastrow said they are appointed by the County Executive. She added that the County Executive chief of staff position is not part of the Pay for Performance Plan and it is not evaluated under Hay, the County's job evaluation system. The County Board established in 1996 that the County Executive chief of staff be paid somewhere between a minimum of open range 10 and a maximum open range 12. A few years later, it was established that the County Executive executive assistant be paid somewhere between a minimum of open range 9 and a maximum open range of 10. Zastrow said in 2003, equity adjustments were given to both the County Board chief of staff and the County Executive chief of staff positions. Richter said flexibility was provided whereby a chief of staff could be under-filled as an executive assistant based on abilities and qualifications.

J. Morris felt the current policy was working well. To answer Thelen's questions regarding salary, Richter said there is a minimum of 80-hour bi-weekly standard either through work or the use of benefit time. For example, if a salaried employee works less than 80 hours in a pay period without using sick time, vacation time, etc., they will receive a smaller paycheck. If the employee works 90 hours in a pay period, they will receive pay for 80 hours. Bruce said she was satisfied with the established salary ranges and didn't think any changes were needed. B. Morris felt class specs were needed for the two positions.

MOTION: Thelen moved, second by J. Morris to adjourn at 1:39 p.m. Motion carried: 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary